

**CLASS TITLE:****CONTROLLER**

Class Code: 02643200

Pay Grade: 46A

EO: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To have administrative charge of the accounting, financial reporting and expenditure control phases of the financial administration of the state government; to plan, organize and direct the activities of staff engaged in the maintenance of a system of general and subsidiary accounts embracing all financial transactions of the state for central accounting, budgetary and expenditure control purposes; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of the Director of Administration from whom statements of policy are received; consults with the superior on important interpretation of rules, regulations and law and on major revisions of the state's financial program and system.

**SUPERVISION EXERCISED:** Plans, directs and reviews the work of professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To administer the powers and duties relating to accounting and expenditure control over state departments and agencies under the direction of the Director of Administration and any other duly authorized superiors.

To prescribe systems of accounts to be used by state departments and agencies and to administer a system of general ledger control accounts and subsidiary records embracing all financial transactions of the state for central accounting, budgetary and expenditure control.

To administer a standard classification of accounts for classifying all receipts and expenditures of the state for budgetary control and reporting purposes.

To direct a pre-audit and/or post audit of all receipts, expenditures and encumbrances of the state for the purpose of determining the legality and propriety of all financial transactions.

To review, analyze and approve all financial and statistical statements and reports as required by several state departments and agencies, by the Governor or by the legislature.

To confer with the Director of Administration, the Associate Director of Administration and Finance, the Budget Officer and other officials concerning the state's financial program and operations.

To approve major changes in accounting methods and procedures.

To draw orders upon the General Treasurer for all expenditures of the state government.

To analyze and interpret statutes relative to state fiscal procedures and policies.

To administer the payroll disbursement provisions of the pay plan for unclassified employees.

To confer with certified public accountants appointed by the legislature to make an independent annual post-audit of state accounts.

To maintain and update financial systems and databases.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices of governmental fiscal control; a working knowledge of the state accounting control system; a demonstrated ability in the administration of a large comprehensive governmental fund accounting and control system; the ability to analyze and interpret statutes and policies; the ability to maintain

cooperative relations with the public and with officials and personnel of other departments; a working knowledge of automated accounting systems and databases; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing and a certificate to practice as a certified public accountant in the State of Rhode Island; or possession of a Master's Degree in Accounting, Finance or Business Administration; and

Experience: Such as may have been gained through: extended employment at increasingly responsible administrative and management levels in accounting and finance involving the supervision of the operations of the fiscal program for a large governmental or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 7, 1998

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